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# Castlepoint.

## Job Description

### PROJECT MANAGER



# JOB DESCRIPTION – PROJECT MANAGER

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# Company Background

Castlepoint is a multi-award-winning, disruptive solution that provides command, control, and compliance over all information, in every system, through a single pane of glass. Castlepoint reads, registers, classifies, and manages information from all systems in a network, using Artificial Intelligence.

Castlepoint Systems is dedicated to ensuring that our operations are conducted ethically, in accordance with applicable laws and best practices, and in the best interests of our clients, our community, and the environment. Our vision is to make the world a better place by changing the way organisations manage information, so that people, communities, and companies are safer and smarter.

We have committed to becoming an employer of choice, one that attracts likeminded, hardworking people through flexibility and other real, developmental benefits that improve the lives of our staff. We are a feminist company and believe strongly in supporting men and women to take equal roles in the workplace and at home. We enforce pay equity and pay superannuation throughout parental leave. We seek to employ people who represent community demographics, including younger and older people, indigenous people, migrants, people with a disability, and LGBTQIA+ people. We also provide a fantastic working environment, with meals provided, sit/stand desks for all staff, modern equipment, free parking, multiple workspaces (including outdoor), in a leafy and accessible central location. We support flexible and remote work, but you will need to be based in Canberra for this role.

To help ensure that our employees can enjoy a high standard of living, we aim to pay above the market rate for their skills, qualifications, and experience level. We then invest heavily in our people with formal Development Plans, reviewed twice-yearly, committing to internal mentoring, paid training, and other development opportunities with a goal of continually increasing their marketability. As employee skills increase, we assign more responsibilities, and we then adjust their wages and titles upwards commensurately. We also support employees to develop skills and experience in areas not directly related to their roles if they have an interest in those types of development. We have a policy of salary transparency for all employees, including the Executive, to help combat unconscious bias and foster gender equality.

Castlepoint also supports our employees with an Employee Assistance Plan, and skilled HR professionals with experience in mental health and workplace cohesion. We support our staff to practice religious and cultural observance during work time using flexible working arrangements, and to be free of discrimination based on their beliefs. We encourage communication between all areas of the business and provide regular updates from the executive team on company activities and initiatives. Our culture is genuinely supportive, and employee satisfaction is extremely high.



# Position Summary

<b>Job Title</b>	Project Manager
<b>Job Type</b>	Full-time, ongoing; flexible work hours available
<b>Location</b>	Bruce, ACT office location, provision for remote work
<b>Reports to</b>	General Manager Operations
<b>Remuneration</b>	Competitive salary, superannuation, and ESOP as well as additional benefits

## Position Overview

### Primary purpose of the position

The Project Manager is responsible for the project management of our important clients, including large government departments, banks, and other regulated entities. Success in this role requires a strong and proven discipline in project management methodology, as we are company with a significant focus on accountability, integrity, and compliance.

Managing projects in accordance with our controls and standards is vital for our client base, so the role requires someone who is good at producing high quality documentation and accurate reporting.

Our projects relate predominantly to the implementation of our cutting-edge Artificial Intelligence technology for our clients. These clients include Federal, State, Local, and international governments, large commercial organisations, universities, and other technology vendors. The PM role has a wide range of contact with stakeholders at all levels of seniority and technical background, in Australia and overseas, and interpersonal skills are very important.

### Key challenges

The company is growing extremely quickly, and demand from new clients and partners is very high. New implementations are frequent, and clients rely on the system for many key business activities. As clients start using the software in more and more areas of their organisation, new use cases arise, and new features are added to the pipeline. It's vital that the solution is reliable and stable, but it is also critical to keep supporting clients with new features as quickly as they can be added.

Ideally, you will have some government experience, and a security clearance at Baseline or above. This is not an essential requirement, but a large proportion of our client base is Federal Government. It will help to have some experience working with this type of customer, and within its constraints. A background with secure systems will also be favorable, as our client base has a high focus on security and privacy, and this is an essential part of our solutions.



## Duties and responsibilities

Responsibility	Breakdown of tasks	Outcomes/Measures
Manage project activities 90% time/effort	<ul style="list-style-type: none"> <li>• Prepare project plans</li> <li>• Prepare schedule</li> <li>• Oversee contractuals</li> <li>• Ensure resources are managed effectively</li> <li>• Maintain:               <ul style="list-style-type: none"> <li>○ Project logs</li> <li>○ Effort tracking</li> <li>○ Actions</li> <li>○ Risk register</li> <li>○ Decisions register</li> </ul> </li> <li>• Client engagement and timely reporting</li> <li>• Oversee benefits realisation and quality control</li> <li>• Oversee change control (transition into service)</li> <li>• Oversee stakeholder engagement and communications.</li> </ul>	<p>Project documents and tasks are completed in accordance with controls.</p> <p>The agreed project management methods, standards and processes are being followed satisfactorily.</p> <p>Status is managed, updated and communicated throughout the project.</p> <p>Projects are regularly re-evaluated to confirm the appropriate approach, and re-baselined if required.</p>
Program support 10% time/effort	<ul style="list-style-type: none"> <li>• Provide input into Executive reporting</li> <li>• Provide input to the BDM team for development of RFX and proposals (budget and schedules).</li> </ul>	<p>Communications with internal teams are proactive and supportive.</p> <p>Documentation outputs are well written and presented.</p>

## Skills and experience

### Qualifications

- Diploma or Certificate in Project Management methodology (**essential**)
- Undergraduate Degree in Business Management, Project Management or similar (**desirable**).

### Experience

- 2+ years previous experience in project management role for mid to large scale projects.



## Required skills

Knowledge, skills, and abilities	Essential	Desirable
Management of ICT projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience with government or regulated industry clients	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience with records management, AI/automation, or SaaS projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrated ability to run both waterfall and agile projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to adjust and re-baseline projects per emerging issues and demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>